

CITY OF BEAVERTON

Division Librarian

General Summary

Manage assigned library divisions including budgeting, selection of materials and supervision of staff.

Key Distinguishing Duty

Overall responsibility for managing programs and staff of one or more Library divisions including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage one or more library divisions. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Library senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Provide input to the Library Director on library policies and procedures affecting operation of the entire library. Assist Library Director by managing projects that involve more than one library division.
4. Develop, coordinate and supervise the delivery of service to Library users within a specialized area of assignment. Evaluate effectiveness of services provided and initiate changes to enhance quality and efficiency.
5. Select new library material in accordance with professional practices and standards. Maintain quality of collections including weeding as necessary.
6. Coordinate and oversee promotional programs. Work with public and private organizations and schools in promoting Library services.
7. Prepare, recommend and monitor budget for section. Provide explanation for variances.

8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
9. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Assist the public by answering reference questions.
12. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Follow standards as outlined in the Employee Handbook.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Conduct library tours and instruct users on proper use of automated catalog and other technical equipment made available to the public.
2. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices, tools and techniques for assigned library division.
- ◆ Advanced knowledge of practices and principles of library science management.
- ◆ Advanced knowledge of special interests and library needs of its community.
- ◆ Expert knowledge of book selection tools and library cataloging and classification systems.

- ◆ Advance knowledge of technology including computers, CD ROM and on-line bibliographic/information databases.
- ◆ Advanced knowledge of reference tools used in a library environment.
- ◆ Advanced knowledge of the laws and regulations governing library management.
- ◆ Strong knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Strong knowledge of strategic planning methods with an emphasis on services related to library management.
- ◆ Strong knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management.

Skills/Abilities Required

- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a division.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding library services. Strong ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Master's degree in Library Science from an American Library Association accredited school and four years experience as a professional librarian in a full-service library, including three years in a specialized area of assignment and two years in a supervisory or lead worker role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Specialized Employment Qualifications

In addition to the knowledge, skills/abilities and qualifications identified above, the following qualifications are necessary for identified division specialties:

Youth Services: Special emphasis in children's literature and storytelling. Minimum of three years experience as Children's Services Librarian. Advance knowledge of children's and young adult library services.

Technical Services: Minimum of three years experience in the Technical Services field with specialized experience in automated library services and processing of library materials. Advanced knowledge of Dewey decimal classification and Anglo-American Cataloging Rules 2.

Reference Services: Minimum three years experience in the Reference Services field with specialized experience with reference tools used in a library environment, and on-line searching techniques.

Circulation Services: Minimum three years experience in circulation of Library materials with specialized experience in automated circulation systems, policies procedures. Advanced skills in dealing with patron accounts.

Reader's Services: Minimum three years experience in reader's services field with specialized experience in the provision of adult, children and young adult public library collections and services.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; precise control of fingers and hand movements; occasionally dealing with distraught or difficult individuals; daily stooping, bending, reaching and standing for 30 minutes at a time; occasional lifting of boxes of books between 20 and 50 pounds; daily crouching, crawling, bending and kneeling to shelve and retrieve materials from low shelves; weekly operation of a motor vehicle on public roads; regular evening, weekend, and some holiday work.

Classification History

As of 10/97: Division Librarian I

Revised: 1/98

New class specification title 1/98: Division Librarian

Revised: 1-17-02

Revised: 1/1/09

Status: Non Represented
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date